



DODGE CITY COMMUNITY COLLEGE



AMERICAN MANAGEMENT ASSOCIATION

## Good Evening Dodge City

### AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE CERTIFICATE IN MANAGEMENT PROGRAM

The American Management Association Extension Institute offers a Certificate in Management Program for individuals interested in developing supervisory skills to enhance their job performance and/or increase their opportunity for career advancement. Dodge City Community College sponsors this program in order to provide this nationally recognized training opportunity for business and industry personnel in the Dodge City area.

#### ENHANCE SKILLS - ADVANCE CAREERS

The American Management Association has provided management training programs and services to businesses throughout the nation for over 70 years. Currently, over 100 colleges and universities are participating in the American Management Association network. In order to earn a Certificate in Management, an individual must successfully complete six courses. The courses are complete in themselves and students can take them in any order and begin their certificate at any time. Classes meet once a week for five weeks and run three hours per session. The charge is \$125 per course.

#### SPECIAL NOTICE

DCCC is committed to equal opportunity for all students, regardless of age, sex, race, color, nationality, ethnic origin, religion, handicap or veteran status.



## FALL 1, 1994 COURSES

### COMMUNICATION SKILLS FOR MANAGERS

If you can't manage to communicate, you can't manage at all. This course will start you on the road to improvement in writing, reading, speaking, listening, and interviewing. By learning to communicate clearly, you'll never again need to worry that something you said or wrote will be misunderstood. This broad-ranging course will give you the power needed by all managers to express themselves with clarity and confidence. Improve your management effectiveness by improving your communication skills. Clear? Go for it!

**Instructor: Marcus Clark**

Monday, 6:30 - 9:30<sup>PM</sup> Sept. 12<sup>th</sup> - Oct. 10<sup>th</sup>

### TAKING CONTROL WITH TIME MANAGEMENT

By learning to use your time wisely, you can gain the time you need to do the really important aspects of your job: planning, supervising, and decision making. By leaving your work where it belongs - at the office - you can free yourself to enjoy your hobbies, family, and friends at home. You will learn the "dirty dozen" time wasters, how to delegate effectively, use the CALM method to handle on-the-job crises, employ the F-WAD system to better manage paperwork, and maximize returns on your telephone, travel, and meeting times. Get with it!

**Instructor: Robert Smoot**

Tuesday, 6:30 - 9:30<sup>PM</sup> Sept. 13<sup>th</sup> - Oct. 11<sup>th</sup>

### LEADERSHIP SKILLS FOR MANAGERS

This course shows you the what, where, why, when, and how of on-the-job leadership. You'll see in detail just what the "plus" factors are that make the difference between mediocrity and excellence, management and leadership. You'll study a variety of styles, select your own managerial leadership pattern, and learn the value of understanding, motivating, and developing subordinates. Lastly, you'll look at the ethics involved in leadership in the '90s. Leaders are the catalyst for change - and change is the new "constant" in our contemporary business and professional "global" world. Be a leader. Get a grip! Take it!

**Instructor: John McLoughlin**

Wednesday, 6:30 - 9:30<sup>PM</sup> Sept. 14<sup>th</sup> - Oct. 12<sup>th</sup>

### MANAGER'S GUIDE TO HUMAN BEHAVIOR

This course will help you interact successfully with others: bosses, peers, subordinates, clients, and your own family. You will learn to inspire employees to higher performance...maximize your positive impact on others...deal with on-the-job conflict...develop more productive working relationships...establish rapport and mutual trust...give and receive performance feedback...and really understand people's needs. What more can we tell you? Enroll!

**Instructor: Jim Riley**

Thursday, 6:30 - 9:30<sup>PM</sup> Sept. 15<sup>th</sup> - Oct. 13<sup>th</sup>

### TOTAL QUALITY MANAGEMENT

Fifteen years and still going - this is not a fad, it is a way of life. You've read about it, you've heard about it, and now you will learn about it. Continuous improvement, employee empowerment, the "culture" thing, customer focus, quality "circles", benchmarking, process ownership, tools and measurement, Malcolm Baldrige National Quality Award, policy deployment, *kaizen*, Deming, Juran, Crosby - you'll know it all when you finish this course. But you'll just be starting on your quality journey, because once you start, you never finish. You just keep improving quality continuously. Better get started, now!

**Instructors: Wayne Shiplet and Harold Marconnette**

Saturday, 9:00<sup>AM</sup> - 12:00<sup>PM</sup> Sept. 17<sup>th</sup> - Oct. 15<sup>th</sup>

**Don't hesitate! Enroll now to assure seating and materials are available.**

**Limit 24 students per course.**

**YES! Register me for the following course(s).  
(\$125 per course)**

- ☐ Communication Skills for Managers
- ☐ Taking Control with Time Management
- ☐ Leadership Skills for Managers
- ☐ Manager's Guide to Human Behavior
- ☐ Total Quality Management

**Call 225-4114**

## TRAINER PROFILES

### MARCUS CLARK

Marcus is Maintenance Instructor for Excel Beef in Dodge City. He formerly provided instructional and motivational seminars for business and industry for fourteen years. He also served as an independent marketing consultant for small businesses. He attended both Wichita State and Friends universities. He has served as pastor and administrator of local churches for several years. He facilitates the Communication Skills for Managers and Getting More Done Through Delegation courses.

### ROBERT SMOOT

Robert is coordinator of the SKILL (State of Kansas Institute for Lifelong Learning) grant program at HyPlains Beef L. C. for Dodge City Community College. He has extensive experience in education and industry. Robert has a BS degree from Colorado State University, an MA in Education from Fort Hays State, and is currently working on a doctorate in Adult Education at the University of Wyoming. He facilitates the Taking Control with Time Management course.

### JOHN McLOUGHLIN

John has been manager of the Job Service Center in Dodge City for three years. Prior to his present position, he worked in Personnel and Training functions in industry. He is also active in adult leader training for Boy Scouts of America in a multi-state area. He is Municipal Judge in Montezuma and Cimarron. He was formerly the Fire Chief at Cimarron and still helps with training. He is a graduate of St. Mary of the Plains and worked as a graduate assistant at New Mexico Highlands University. He facilitates the Leadership Skills for Managers course.

### JIM RILEY

Jim is an alcohol/drug counselor with New Chance. He has five years experience in working with both groups and individuals. He currently facilitates Employee Assistance Programs (EAPs) for employers in the Dodge City area. He facilitates the Manager's Guide to Human Behavior and Meeting For Results courses.

### HAROLD MARCONNETTE

Harold is a graduate and retired executive of Dodge City Community College. He is a registered ISO 9000 specialist. He holds a Masters degree from Fort Hays State University. He is team-teaching the Total Quality Management (TQM) course on Saturday morning with his successor at the college, Wayne Shiplet.

### OUR GREAT GRADS!

This space is reserved for your name, once you have completed any six courses. Courses may be taken in any order and there is no time limit for completion of the program. Each course meets once a week for five weeks, and one or more courses may be taken each term. In addition to the Certificate, Dodge City Community College will award one hour of college credit for successful completion of each course. Please register early to assure seating and materials are available. **LIMIT 24 students per course.**



## On Deck

### Fall 2, '94 (Oct./Nov.)

- Getting Assertive
- Successful Project Management
- Fundamentals of Human Resources
- Meeting For Results
- Fundamentals of Finance and Accounting for Non-Financial Managers

### Winter, '95 (Jan./Feb.)

- What Managers Do
- Delivering Winning Presentations
- Getting More Done Through Delegation
- Write to the Point! Sharpening Business Writing Skills
- Shared Leadership

## GOOD EVENING DODGE CITY

is a cooperative presentation of

Dodge City Community College and the American  
Management Association Extension Institute

### Fall 1, 1994

The Certificate In Management Program

Enroll Today—Term Begins September 12<sup>th</sup>, 1994

### RECRUITING RECOGNITION

**Situation** - Every successful program depends on new people. You can earn recognition (and appreciation) for your part in recruiting new students.

**Ground rules** - 1) You must be participating in Good Evening Dodge City as a student; 2) Only new students count as "recruits"; 3) Only one person may claim any individual recruit; 4) Your recruit must enroll in at least one course within the next four months.

**Recognition** - 3 recruits = honorable mention; 5 recruits = Director's Award; 10 recruits = Dean's Award; 15 recruits = President's Award.

**Action** - Call 227-9247 to record your "recruit".

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ORGANIZATION  
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DODGE CITY KS 67801

Dodge City Community College  
2501 North 14<sup>th</sup> Avenue  
Dodge City KS 67801-2399

Please route to addressee immediately - time-sensitive information!!

Designed to Improve Managerial Skills & Advance Careers!